



Job Description Operations Manager

POSITION SUMMARY

To help Careers CLiC guide students through the Continuum of Career Development, the Operations Manager ensures transparent, reliable and accurate financial, human resources and information systems for the organization. This position is part-time and reports directly to the Executive Director.

DUTIES AND RESPONSIBILITIES

Financial Management

- Establish and maintain an effective bookkeeping structure and process, ensuring the timely fulfillment of financial obligations and collections, while maintaining accurate financial and banking records
- Manage accounts receivable and payable
- Draft annual organization budget and program budgets for grant applications
- Maintain accurate and timely reports and analyses of variances to budget
- Work with accountant to provide information for annual review

Human Resources

- Bi-weekly payroll
- Benefits administration
- Labor law compliance
- Monitor overall organization workflow and staff effort

Information Systems

- Database development, design, maintenance and back-up
- Program measurement, data collection and reporting
- Design program measurement tools and assess results
- Website maintenance
- Grant reporting
- Computer hardware and software inventory and maintenance

QUALIFICATIONS

- Relevant post-secondary education, training, credentials and/or experience
- Proven oral and written communication skills with attention to detail
- Demonstrated ability to handle multiple tasks in a dynamic environment
- Strong organizational and interpersonal skills
- Ability to learn quickly, ask questions, prioritize tasks and work accurately under time deadline pressure
- Creative problem-solving skills and flexibility to work in a changing environment
- Professionalism interacting with a wide range of constituents
- Initiative, follow-through, confidentiality and good judgment
- Solid computer skills and proficiency with or ability to learn Microsoft Office, G Suite, QuickBooks and FileMaker

COMPENSATION AND BENEFITS

- \$24-28 per hour based on education and experience
- Pro-rated paid personal time (x10) and paid holidays (x14)
- Contribution of 5.5% of wages to retirement account after one year of service (no employee match required)
- Flex-time